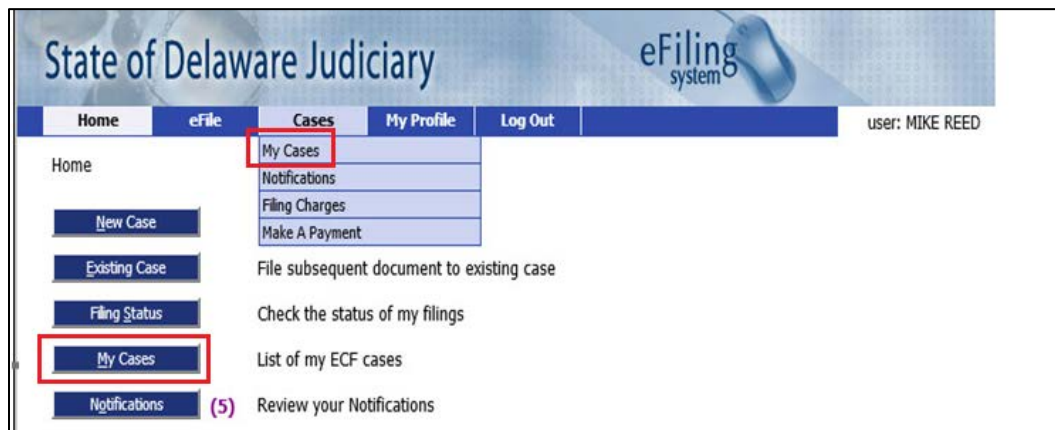# Module 17 – My Cases –View Docket and/or Documents

If you wish to see the docket or case history of a case or view the documents on the case, select the 'My Cases' button from the Home page or hover your mouse over the 'Cases' tab and select 'My Cases' from the Cases drop down.

This will bring you to the 'My Cases' Screen. Whenever you begin a new case using e-Flex, or file a subsequent action to an existing case using e-Flex, that case is automatically added to your 'My Cases' list and it is also added to the 'Existing Cases' list - the two lists automatically stay coordinated. Once on this list, the case will remain there until you delete it (which will also delete it from the 'Existing Case' screen).

There are a couple of ways to see information about the case. One is to find the case you would like to look at and click on the blue 'Case Number' link.

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This will bring you to the 'Case Summary' Screen. The header area at the top will display the Case Number and other general information about the case. To see the Full Case Caption, click on the '+' sign next to 'Show/Hide Full Case Caption'. To see the participants (also called parties) on the case, click on the '+' sign next to 'Show/Hide Participants'.

You will also see the history of the case including any documents. Each entry represents a filing, or some event that has occurred on the case. If the e-Flex account you are signed in as is a party on the case, you will see blue links for each document. You can click on the link to open and view the document. **NOTE: If you are not a party on the case, you will not be able to read the documents.**

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A second option to view case information is to click on the "+" sign next to a case's title.   This will open a list of documents associated with this case. You can click on the link to view the document.

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FINDING A CASE NOT ON YOUR LIST

If you want to view a case but don't see it on your My Cases list, you can retrieve it from the database. You may retrieve any JP civil case even if you have not filed on that case. To do this first type in the Case Number. Remember the dashes in the number are required. You must also enter the last name of one of the Party's. It must be a person's last name not a company name. If a party is a company, enter the last name of the attorney or agent for that company.

Click the 'History' button to retrieve the case information.

ORGANIZING YOUR LIST

You can organize your list of cases by putting them in an "Active" list, or an "Inactive" list. Inactivating a case **does not** affect its status within the Court.

To move a case to "Inactive" click on the box in the 'Inactive' column.

Click the 'Show Inactive' radio button to see the list of inactive cases. Click 'Show Active' to return to the list of active cases.

To delete a case, click on the box in the 'Delete' column.